P2WW-2640-01ENZ0

CardMinder™

User's Guide

FUJITSU

Introduction

CardMinder is an application that scans your cards with an image scanner and converts them into the address database.
This manual provides an overview and describes the windows and functions of CardMinder.

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Manuals

When using CardMinder, read the following manuals as required.

Manual	Description	Reference Method
ScanSnap Getting Started	Read this manual for how to install and connect the ScanSnap.	Contained in the product packaging.
ScanSnap Operator's Guide	Read this manual for details about ScanSnap basic operations, how to perform a scan and configure scanning settings, troubleshooting, and ScanSnap daily care.	Select the [Start] menu→[All Programs]→[ScanSnap Manager]→[ScanSnap Operator's Guide].
CardMinder User's Guide (this manual)	Read this manual when using CardMinder for the first time, or when details about CardMinder features, windows, operating environment, and functions are required.	Select the [Start] menu→[All Programs]→ [CardMinder]→ [Manual].
CardMinder Help CardMinder Mobile Viewer Help	Use CardMinder Help when questions or problems regarding operations (e.g. when setting items) arise. This provides an explanation of every operation, window, and message.	For how to start up the Help, refer to "Appendix A Starting Up Help" (page 35).

■ About This Manual

Structure of This Manual

This manual consists of the following:

Chapter 1 What Is CardMinder?

This chapter provides an introduction and overview of the CardMinder features and system requirements, and describes how to start up and close CardMinder.

Chapter 2 Operation Windows

This chapter describes details of windows for operating CardMinder.

Chapter 3 Function List

This chapter describes the various functions that can be used in CardMinder.

Chapter 4 User Authority

This chapter describes user authority to use CardMinder.

Appendix A Starting Up Help

This appendix describes how to start up Help when using CardMinder.

Appendix B Installing/Uninstalling

This appendix describes how to install and uninstall CardMinder.

It is recommended to read from Chapter 1 to Chapter 4 in order before using CardMinder.

Symbols Used in This Manual

This manual uses the following symbols with explanations besides warning labels.

Symbol	Description
	This symbol alerts operators to particularly important information. Be sure to read this information.
	This symbol alerts operators to helpful advice regarding operation.

Description of Consecutive Operations

For descriptions of operations in this manual, consecutive operations are linked with a "→".

Example: Select the [Start] menu→[Computer].

Screen Examples in This Manual

Screenshots in this manual are used according to guidelines provided by Microsoft Corporation.

The screen examples in this manual are subject to change without notice in the interest of product improvement.

All the screenshots in this manual were taken from Windows Vista.

Depending on the operating system, the actual screen may differ from the screen examples shown in this manual. In this case, operate by following the actual screen displayed.

Abbreviations Used in This Manual

The following abbreviated terms used in this manual are described.

Windows Vista	:	Microsoft® Windows Vista® Home Basic operating system, English version Microsoft® Windows Vista® Home Premium operating system, English version Microsoft® Windows Vista® Business operating system, English version Microsoft® Windows Vista® Enterprise operating system, English version Microsoft® Windows Vista® Ultimate operating system, English version
Windows XP	:	Microsoft® Windows® XP Professional operating system, English version Microsoft® Windows® XP Home Edition operating system, English version
Windows 2000	:	Microsoft® Windows® 2000 Professional operating system, English version
Windows	:	Windows Vista, Windows XP, and Windows 2000
Microsoft Office	:	Microsoft® Office
Excel	:	Microsoft® Office Excel
Internet Explorer	:	Microsoft® Internet Explorer® Windows® Internet Explorer®
Windows Mail	:	Windows® Mail
Outlook	:	Microsoft® Office Outlook®
ACT!	:	ACT!™
GoldMine	:	GoldMine®
Outlook Express	:	Microsoft® Outlook Express
ScanSnap	:	Color Image Scanner ScanSnap
CardMinder	:	CardMinder™ application for ScanSnap

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Chapter1

What Is CardMinder?

This chapter provides an introduction and overview of the CardMinder features and system requirements, and describes how to start up and close CardMinder.

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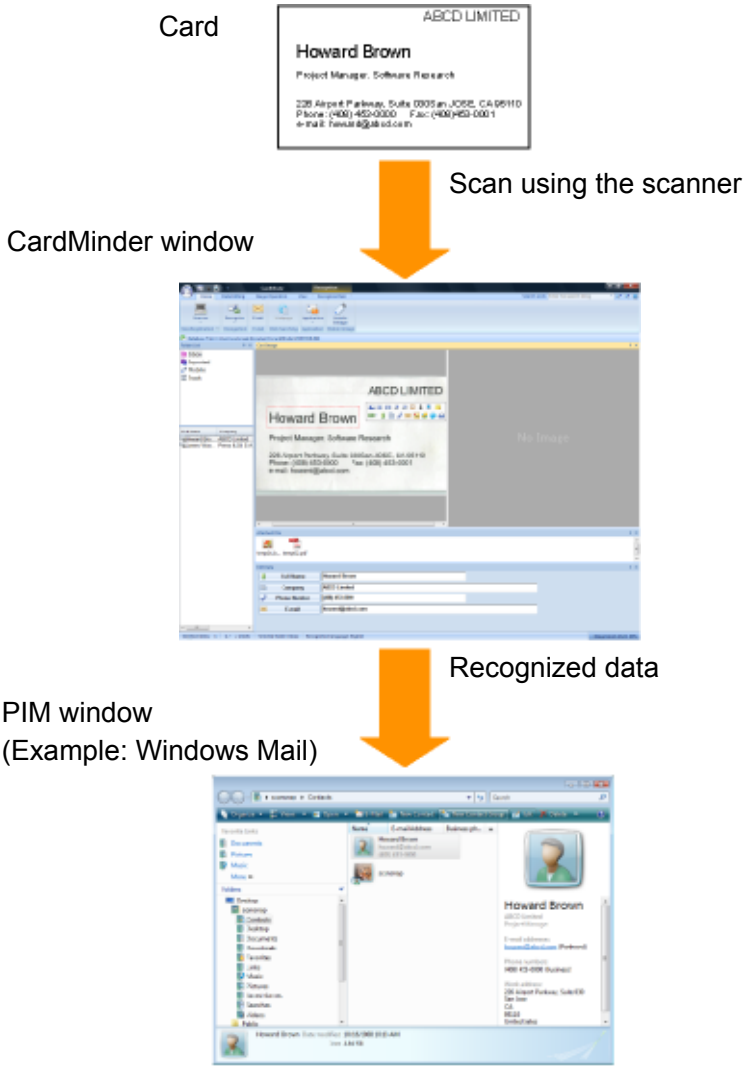
1.1 Outline

CardMinder software manages card information using an OCR (Optical Character Recognition) engine.
CardMinder efficiently digitalizes a number of cards at once, helps to search the collected card data swiftly, and creates a database of the clients' information effectively.
An OCR (Optical Character Recognition) engine can be used, and recognized data can be shared with a PIM (Personal Information Manager).
Also provided are, CardMinder Viewer, which enables cards to be quickly searched from other applications, and CardMinder Mobile Viewer, which enables scanned card data to be viewed on other computers not installed with CardMinder.



1.2 Features

CardMinder contains the following features:

- Scan one side or both sides of cards, at just one touch of the button on the scanner (ScanSnap).
- Recognize characters on cards, and automatically convert them into database records.
  Keywords that can be created are as follows:
  - Full Name
  - Company
  - Department
  - Job Title
  - ZIP/Postal Codes
  - Address
  - Location/Region
  - Phone Number
  - Fax Number
  - Mobile Phone
  - E-mail
  - Website Address
  - Save Date
- Manage memos written on cards along with card data.
- Using PIM, applications to which card data can be exported are as follows:
  - Outlook 2000, 2002, 2003, 2007
  - Outlook Express 6.0
  - ACT! Version 6.0, 9.0, 10.0
  - GoldMine Version 6.0
  - Windows Mail (in Windows Vista)
  - Excel (when the CSV format is used)
- Search for card data quickly by Full Name or Company.
- Launch e-mail software and send an e-mail to the e-mail address on a card.
- Browse a company's homepage using a Web browser.
- Search card data from text of other applications.
- Using CardMinder Mobile Viewer, check card data on another computer not installed with CardMinder.

1.3 System Requirements

CardMinder runs on the system of the following environment:

Operating system (*1)	Windows 2000 Windows XP	Windows Vista
CPU (*2)	Recommended: Intel® Core™2 Duo Processor 2.2 GHz or higher Minimum: Intel® Pentium® III Processor 600 MHz or higher	Recommended: Intel® Core™2 Duo Processor 2.2 GHz or higher Minimum: Intel® Pentium® 4 Processor 1.8 GHz or higher
Memory (*2)	Recommended: 1 GB or more Minimum: 256 MB or more	Recommended: 1 GB or more Minimum: 512 MB or more
Hard disk space	280 MB or more of free disk space required (*3)	
Display	1024 x 768 pixels or more required	
DVD-ROM drive	Required for installation	
Image scanner	ScanSnap (*4) or the scanner that complies to TWAIN standards (Required when scanning cards)	
Web browser	Internet Explorer 6.0 or later	
Removable media	8 MB or more of free disk space required (required for Mobile Linkage function)	

*1: It is recommended the operating system be used with the latest Service Pack applied.
*2: If the system requirements for the scanner are higher than the above requirements, it is recommended to use CardMinder in the operating environment that meets the system requirements for the scanner or higher.
*3: To save data of one card (scanning with Duplex, Color, and Best), 250 KB of disk space is required.
Estimate the total amount of necessary disk space according to the number of cards.
*4: ScanSnap is a color image scanner. For more details, visit our website at:
http://scansnap.fujitsu.com

To recognize and view Japanese, Chinese (Simplified and Traditional), and Korean cards, change the settings as follows:

- Windows 2000
  - Select [Control Panel]→[Regional Options]→the [General] tab. Select [Japanese], [Simplified Chinese], [Traditional Chinese], or [Korean] under [Language settings for the system].
  - Install Universal Font (Arial Unicode MS) from the Setup Disk of Microsoft Office 2000 or later version.
- Windows XP
  - Select [Control Panel]→[Regional and Language Options]→the [Languages] tab. Select [Install files for East Asian languages] under [Supplemental Language support].
  - Install Universal Font (Arial Unicode MS) from the Setup Disk of Microsoft Office 2000 or later version.
- Windows Vista
  - Install Universal Font (Arial Unicode MS) from the Setup Disk of Microsoft Office 2003 or later version.

The following cards can be used in CardMinder.

Types of cards	Cards scanned with the ScanSnap or scanners compliant with TWAIN standards
Size	• When using the ScanSnap Smaller than A6 size • When using a TWAIN-compliant scanner Sizes that can be scanned with the scanner to be used
Side for character recognition	Front
Recognizable characters	Characters with a point size of 6 to 28

- To recognize characters on the back of a card image, click

on the [Image Operation] tab and switch the front and back of the card image, before running the recognition process.
- Handwritten characters cannot be recognized.

1.4 Starting Up and Closing

This section describes how to start up and close CardMinder.

■ CardMinder

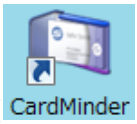
The procedures for starting up and closing CardMinder are as follows.

Starting Up

Follow the procedure below.

1. Select the [Start] menu→[All Programs]→[CardMinder]→[CardMinder].

⇒ CardMinder starts.

- You can also start up CardMinder in the following ways.
  - Double-click on the desktop shortcut (

).
  - Click the [Show CardMinder] button ( ) in the [Image Toolbar] on the CardMinder Viewer window.
- At the first startup, a CardMinder database is created for each user. The default data storage location is:
  Drive name: \Users\<username>\Documents\CardMinder\ENTRYDB.BID
  (For Windows 2000 or Windows XP, Drive name: \Documents and Settings\<username>\My Documents\CardMinder\ENTRYDB.BID)
- For each subsequent time, the contents of the last used CardMinder database are shown when CardMinder starts up.

Closing

Follow the procedure below.

1. Click the [Application Button] ( ).

⇒ The Application Menu appears.

2. Click the [Exit] button in the Application Menu.

⇒ CardMinder is closed.

You can also close CardMinder in the following ways.

- Click the [Close] button ( ) in the title bar.
- Double-click the [Application Button] ( ).

■ CardMinder Viewer

The procedures for starting up and closing CardMinder Viewer are as follows.

Starting Up

Follow the procedure below.

1. Select the [Start] menu→[All Programs]→[CardMinder]→[CardMinder Viewer].

⇒ CardMinder Viewer starts.

- When CardMinder Viewer is started, you can select a character string in another program, and use it to search for card data by pressing the [Alt] + [F3] keys (shortcut key). CardMinder Viewer can also be started in the following ways.
  After the search is complete, CardMinder Viewer appears, and the card data matching the selected character string is displayed.
- CardMinder Viewer can also be displayed in the following ways.
  - Double-click the CardMinder Viewer icon ( ) in the taskbar.
  - Select [Show CardMinder Viewer] from the menu displayed by right-clicking the Card Minder Viewer icon ( ) in the taskbar.

Closing

Follow the procedure below.

1. Right-click the CardMinder Viewer icon ( ) in the task bar, and select [Exit] from the displayed menu.

⇒ CardMinder Viewer is closed.

- When CardMinder Viewer is closed, you cannot search card data from another application.
- You can also close CardMinder Viewer in the following ways.
  - Click the [Close] button ( ) in the title bar.
  - Double-click in the title bar.

■ CardMinder Mobile Viewer

The procedures for starting up and closing CardMinder Mobile Viewer are as follows.

Starting Up

Follow the procedure below.

1. Connect the removable media containing CardMinder Mobile Viewer and the card data, to a computer other than the computer with which scanning was performed.

The program and card data must be stored on the removable media using CardMinder. For more details, refer to CardMinder Help.

2. Select the [Start] menu→[Computer].

For Windows 2000 or Windows XP, select the [Start] menu→[My Computer].

3. Select the connected removable media.

4. Double-click the [BzCardViewer.exe] icon.

⇒ The [Password Entry] dialog box appears.

5. Enter the required password for starting up CardMinder Mobile Viewer.

6. Click the [OK] button.

⇒ CardMinder Mobile Viewer starts.

- When the [Mobile linkage setting] dialog box is open, CardMinder Mobile Viewer cannot be started. Close the [Mobile linkage setting] dialog box, and start CardMinder Mobile Viewer.
- The password required to start up CardMinder Mobile Viewer is the password specified on the [Mobile linkage setting] dialog box.

Closing

Follow the procedure below.

1. Click the [Close] button ( ) in the title bar.

⇒ CardMinder Mobile Viewer is closed.

You can also close CardMinder Mobile Viewer by double-clicking in the title bar.

Chapter 2

Operation Windows

This chapter describes details of windows for operating CardMinder.

CardMinder is used to manage card data on the CardMinder window.
By using the CardMinder Viewer window, card data from other applications can be searched.
By using the CardMinder Mobile Viewer window, card data scanned with a computer can be checked on another computer.

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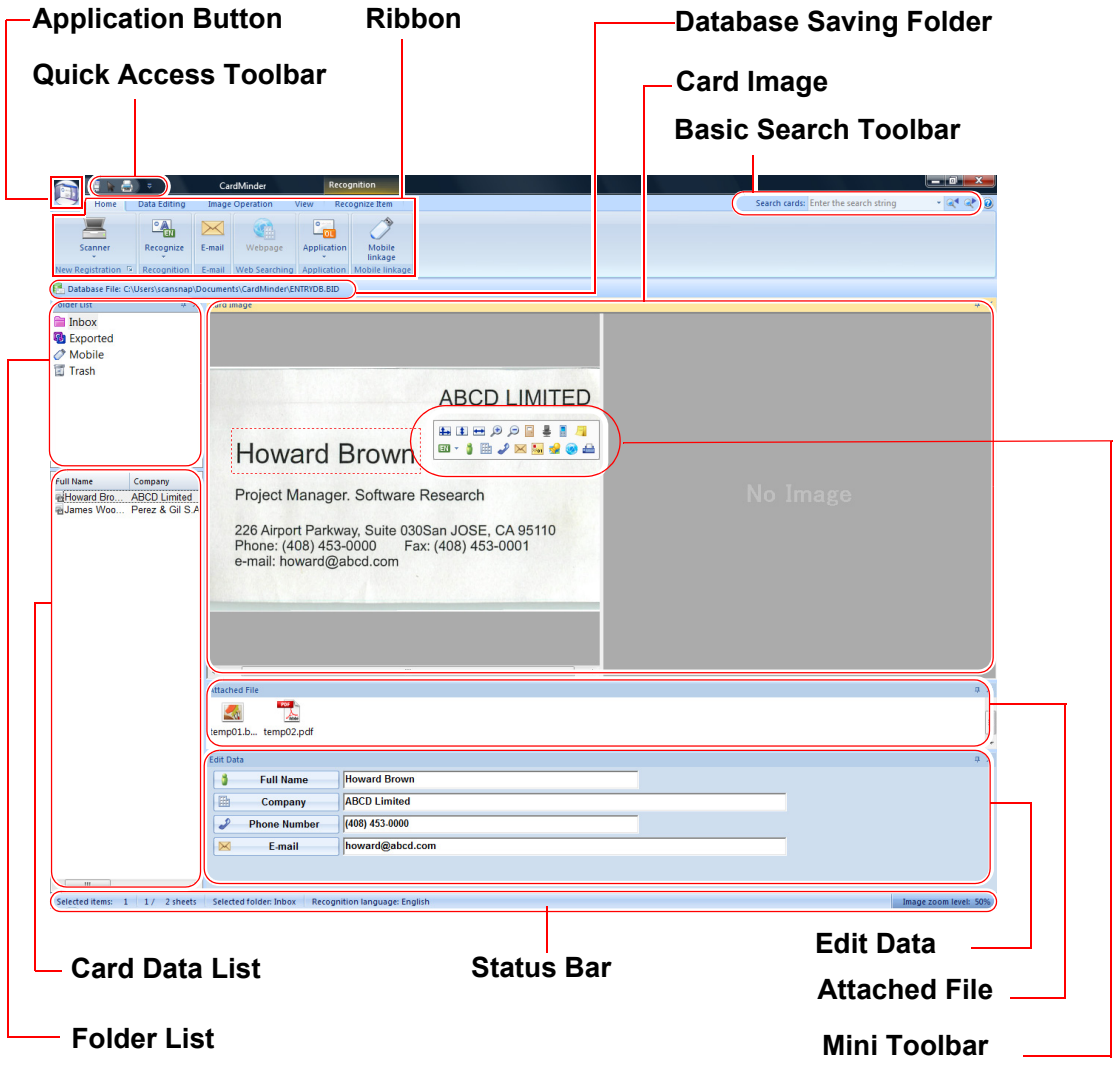
2.1 CardMinder Window

This window is used to manage card data.
The composition of the CardMinder window is as follows.



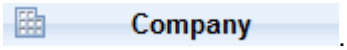
- Application Button
  Performs CardMinder database operations, shows card data, prints card images, configures CardMinder options, or closes CardMinder.
  This button can also be used to show recently used CardMinder database and card data.
- Quick Access Toolbar
  Contains shortcuts for Ribbon functions.
  This toolbar can be customized to include shortcuts for commonly used functions.
  It can be arranged above or below the Ribbon.

- Ribbon
  Contains necessary commands for operations, arranged in groups as tabs.
  Card scanning or card data editing operations are arranged according to type, and assigned to a tab as follows.
  - [Home] tab
  - [Data Editing] tab
  - [Image Operation] tab
  - [View] tab
  - [Recognize Item] tab
- Basic Search Toolbar
  You can search the card data in all folders in the currently displayed CardMinder database.
  Enter a "Full Name" or a "Company" to search for in the input field, and press the [Enter] key on the keyboard to search.
  If multiple card data is found, click [Find Previous] or [Find Next] to switch between data shown on the Card Image pane.
- Database Saving Folder
  Shows the database saving folder for the currently displayed CardMinder database.
- Folder List
  Categorizes card data into the following folders for management according to intended use.

Folder name	Description
Inbox	Stores the card data not transferred to the export target application.
Exported	Stores the card data transferred to the export target application.
Mobile	Stores the card data for mobile linkage (data to be used on other computers).
Trash	Stores card data deleted from the [Inbox] and [Exported] folders.

- Card Data List
  Shows a list of card data that is being managed for a selected folder.
- Card Image
  Shows the image of the card selected in the Card Data List pane.
  The Mini Toolbar can be displayed by using rectangle selection or right-clicking.
- Mini Toolbar
  Contains shortcuts for frequently used functions.
- Attached File
  Shows files attached to the card.
- Edit Data
  Shows the OCRed text for the card shown in the Card Image pane.
  Character strings for recognized items can be directly corrected with the keyboard.
  A blue rectangle appears over the character string on the card image that corresponds to the currently selected item.

Select the range containing a person's full name or company name in the card image to be re-recognized, and click the corresponding button,

or 

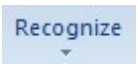
. The re-recognition process takes place over the selected range only, and the OCRed text is overwritten in the corresponding field.

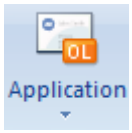
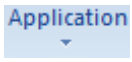
- Status Bar
  Shows the following information. You can also switch between showing and hiding the information.
  - Number of selected cards
  - The position of the selected card data/the number of cards shown in the Card Data List pane
  - Selected folder
  - Recognition language
  - Image magnification (display magnification of the selected card image)
  - Zoom slider (slider used to change the display magnification of the card image)

Ribbon Buttons

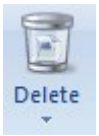
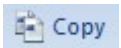
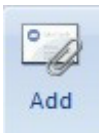
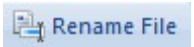
The names and functions of buttons shown in the Ribbon are as follows:

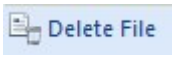
- **[Home] tab**

Button icon	Button name	Description
	Scanner	Clicking scans cards with a scanner. Clicking switches between Simplex and Duplex scanning mode. When is clicked, the [Scanner settings] dialog box appears, and scanning settings can be specified.
	Recognize	Clicking recognizes card data by the selected language. Click  to select the recognition language.
	E-mail	Sets the e-mail address shown in the Edit Data pane as the e-mail recipient address, and starts the e-mail software. If multiple card data is selected, sets multiple e-mail recipient addresses, and starts the e-mail software.

Button icon	Button name	Description
	Webpage	Sets the URL shown in the Edit Data pane, and starts the Web browser. If multiple card data is selected, operation is not possible.
	Application	Clicking sends the OCRed text to the selected application. Click  to change the application.
	Mobile Linkage	Copies CardMinder Mobile Viewer and card data in the selected folder to a removable disk.

- **[Data Editing] Tab**

Button icon	Button name	Description
	Select All	Selects all previewed card data in the Card Data List pane.
	Delete	Deletes the selected OCRed text or card data. Clicking [Clear Text] deletes the selected OCRed text. Clicking [Delete Data] deletes the selected card data.
	Paste	Pastes the cut or copied text.
	Cut	Cuts the selected text.
	Copy	Copies the selected text.
	Undo	Undoes the last operation (cut, paste or delete).
	Add	Adds an attachment file to the card data. If multiple card data is selected, operation is not possible.
	Rename File	Renames the selected attachment file.

Button icon	Button name	Description
	Delete File	Deletes the selected attachment file.
	Properties	Shows the properties of the selected attachment file.

- **[Image Operation] Tab**

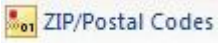
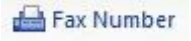
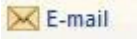
Button icon	Button name	Description
	Rotate	Clicking rotates the front of the selected card data image by 90 degrees. Click to select the side and the angle to rotate. If multiple card data is selected, operation is not possible.
	Swap Images (Front and Back)	Swaps between the front and back images of the selected card data. If multiple card data is selected, operation is not possible.

- **[View] Tab**

Button icon	Button name	Description
	Show/Hide	Shows/hides the following panes and Database Saving Folder. • Folder List • Card Image • Attached File • Edit Data
	Zoom	Specify the level to zoom the card images. Clicking [6%], [12%], [25%], [50%], [75%], [100%], [150%], or [200%] displays the card image according to the specified magnification. Clicking [Zoom in] zooms in on a card image by one level. Clicking [Zoom out] zooms out on a card image by one level.
	Front Side	Shows only the front of a card image in the Card Image pane.
	Back Side	Shows only the back of a card image in the Card Image pane.
	Auto	Automatically determines to split the Card Image pane vertically or horizontally to view both sides of a card image.

Button icon	Button name	Description
	Split View Vertically	Shows both sides of a card image by splitting the Card Image pane vertically.
	Split View Horizontally	Shows both sides of a card image by splitting the Card Image pane horizontally.
	Fit to Area	Fits a card image to the Card Image pane height and width.
	Fit Height	Fits a card image to the Card Image pane height.
	Fit Width	Fits a card image to the Card Image pane width.
	Default location	Reset the layout and size of each pane to their default status.

- **[Recognize Item] Tab**

Button icon	Button name	Description
	Full Name	Recognizes the full name in a selected area.
	Company	Recognizes the company in a selected area.
	Department	Recognizes the department in a selected area.
	Job Title	Recognizes the job title in a selected area.
	ZIP/Postal Codes	Recognizes the ZIP/postal codes in a selected area.
	Address	Recognizes the address in a selected area.
	Phone Number	Recognizes the telephone number in a selected area.
	Fax Number	Recognizes the fax number in a selected area.
	Mobile Phone	Recognizes the mobile phone number in a selected area.
	E-mail	Recognizes the e-mail address in a selected area.
	Website Address	Recognizes the website address in a selected area.
	Memo	Recognizes the memo in a selected area.

The [Recognize Item] tab is only shown when an area of a card image is selected.

Mini Toolbar

The names and functions of buttons shown in the Mini Toolbar are as follows:

Button	Button name	Description
(*1)(*2)	Fit to Area	Fits a card image to the Card Image pane height and width.
(*1)(*2)	Fit Height	Fits a card image to the Card Image pane height.
(*1)(*2)	Fit Width	Fits a card image to the Card Image pane width.
(*1)(*2)	Zoom In	Enlarges a card image step by step for each click. When this button is clicked, the shape of the cursor is changed to .
(*1)(*2)	Zoom Out	Reduces a card image step by step for each click. When this button is clicked, the shape of the cursor is changed to .
(*2)	Rotate	Rotates a card image 90 degrees clockwise. Click to select the side and the angle to rotate.
(*2)(*3)	Front Side	Shows only the front of a card image.
(*2)(*3)	Back Side	Shows only the back of a card image.
(*2)(*3)	Auto	Automatically determines to split the Card Image pane vertically or horizontally to view both sides of a card image.
(*2)(*3)	Split View Vertically	Shows both sides of a card image by splitting the Card Image pane vertically.
(*2)(*3)	Split View Horizontally	Shows both sides of a card image by splitting the Card Image pane horizontally.
(*2)	Swap Images (Front and Back)	Swaps between the front and back of a card image.
(*1)(*2)	Recognize	Recognizes text by the selected language. Click to select the recognition language.
(*1)	Full Name	Recognizes the full name in a selected area.
(*1)	Company	Recognizes the company in a selected area.
(*1)	Department	Recognizes the department in a selected area.

Button	Button name	Description
(*1)	Job Title	Recognizes the job title in a selected area.
(*1)	ZIP/Postal Codes	Recognizes the ZIP/postal codes in a selected area.
(*1)	Address	Recognizes the address in a selected area.
(*1)	Phone Number	Recognizes the telephone number in a selected area.
(*1)	Fax Number	Recognizes the fax number in a selected area.
(*1)	Mobile Phone	Recognizes the mobile phone number in a selected area.
(*1)	E-mail	Recognizes the e-mail address in a selected area.
(*1)	Website Address	Recognizes the website address in a selected area.
(*1)	Memo	Recognizes the memo in a selected area.

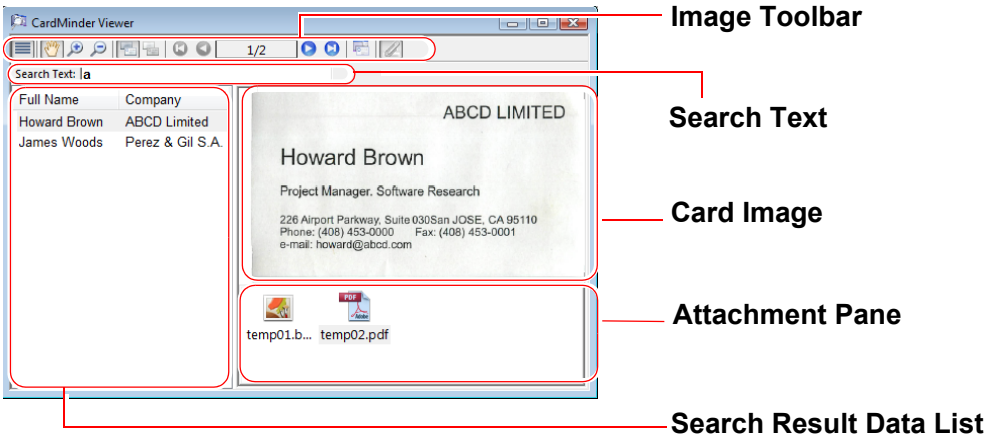
*1: Displayed when you make a rectangle selection or right-click on a rectangle selection on the Card Image pane.

*2: Displayed when you keep the cursor on the same place for more than one second, or right-click without making a rectangle selection, on the Card Image pane.

*3: Displayed when you keep the cursor on the same place for more than one second or right-click on the Card Image pane on which "No Image" is shown.

2.2 CardMinder Viewer Window

This window is used to search card data quickly.
The composition of the CardMinder Viewer window is as follows.

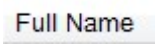


- Image Toolbar
  Shows the buttons used for card operations in the Card Image pane.
  The composition of the Image Toolbar is as follows.

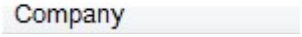
Button	Button name	Description
	Show List	Shows/hides the Search Result Data List.
	Hand Tool	Use to drag and scroll a card image on the Card Image pane.
	Zoom In Tool	Zooms in on a clicked point on the Card Image pane. When this button is clicked, the shape of the cursor is changed to .
	Zoom Out Tool	Zooms out on a clicked point on the Card Image pane. When this button is clicked, the shape of the cursor is changed to .
	Show Front	Shows only the front of a card image.
	Show Back	Shows only the back of a card image.This can be used if the card has a back image.
	Top	Shows the first card of the search results.
	Previous	Shows the previous card of the currently selected card image.

Button	Button name	Description
1/2	Show Count of Business Card	Shows "the position of the selected card data/the number of cards as research results".
	Next	Shows the next card of the currently selected card image.
	Last	Shows the last card image of the search results.
	Show CardMinder	Shows the selected card data in the CardMinder window.
	Attachment Pane	Shows/hides the Attachment Pane.

- Search Text
  Enter the character string for the required card data to be searched for (for example for "Full Name" or "Company").
- Search Result Data List
  A list of the card data found as a result of the character string entered in [Search Text:] is shown.
  This window may be hidden and will be displayed when more than one card is found.

  Clicking 

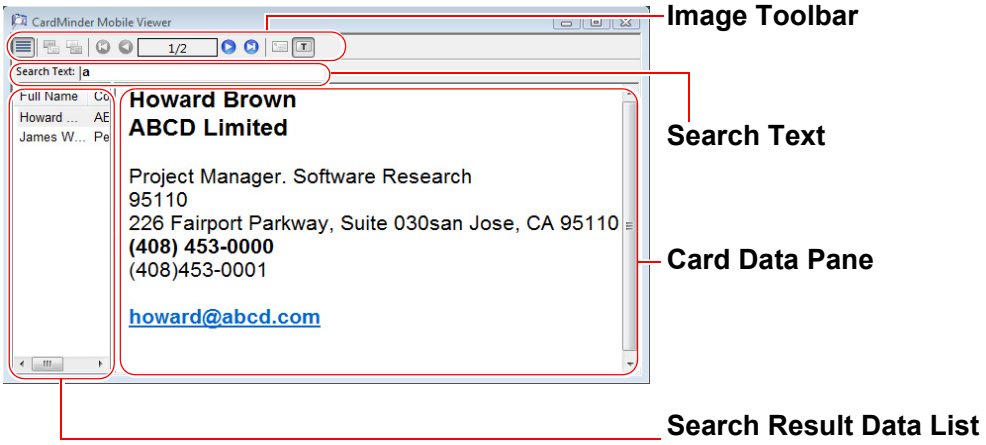
  arranges the card data in order of full names.

  Clicking 

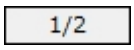
  arranges the card data in order of company names.
  Full names or companies are sorted according to the order of character codes.
- Card Image
  Shows the image of the card data selected in the Search Result Data List.
- Attachment Pane
  Shows the files attached to the card data as icons.

2.3 CardMinder Mobile Viewer Window

Card data scanned with a computer can be checked on another computer in this window.



- Image Toolbar
  Buttons for operating CardMinder Mobile Viewer are shown on the Image Toolbar. The composition of the Image Toolbar is as follows.

Button	Button name	Description
	Show List	Shows/hides the Search Result Data List.
	Show Front	Shows only the front of a card image. It is enabled when the card images are transferred to the removable media.
	Show Back	Shows only the back of a card image. It is enabled when the card images are transferred to the removable media and back images exist.
	Top	Shows the first card of the search results.
	Previous	Shows the previous card of the currently selected card data.
	Show Count of Business Card	Shows "the position of the selected card data/the number of cards as research results".
	Next	Shows the next card of the currently selected card data.
	Last	Shows the last card of the search results.
	Image	Switches the view of the card data to an Image View. It is enabled when the card images are transferred to the removable media.
	Text	Switches the view of the card data to a Text View.

- Search Text
  Enter the character string for the required card data to be searched for (for example for "Full Name" or "Company").
- Search Result Data List
  A list of the card data found as a result of the character string entered in [Search Text] is shown.
  This window may be hidden and will be displayed when more than one card is found.

  Clicking Full Name arranges the card data in order of full names.

  Clicking Company arranges the card data in order of company names.
- Card Data Pane
  An image or text data of the card selected in the Search Result Data List is shown.

Chapter 3

Function List

This chapter describes the various functions that can be used in CardMinder.
For details on how to operate CardMinder, refer to the CardMinder Help and CardMinder Mobile Viewer Help.
For how to start up the Help, refer to "Appendix A Starting Up Help" (page 35).

■ Scanning Cards

A card loaded in the scanner can be quickly scanned.
The side, color, and resolution of the card to be scanned can also be specified.

■ Recognizing Cards

When a scan is performed, the characters written on a card can be recognized.
The language to be used for recognition can also be changed.
Re-recognition of characters after scanning is also possible.
The following functions are available for re-recognition.

- Re-recognizing a whole card
  The text of a whole selected card is re-recognized.
- Re-recognizing a selected area of a card
  Text in a selected area of a scanned card is re-recognized.
- Separately re-recognizing a specific item on a scanned card
  Select the area containing the character string of the item to be recognized, such as Full Name or Company, and re-recognize separately.

- Cards written in Chinese (Simplified and Traditional) or Korean cannot be recognized with the TWAIN-compliant scanner.
- When CardMinder recognizes a Chinese (Simplified and Traditional) or Korean card, the ScanSnap needs to be ready to scan. Check that the ScanSnap power is on, and that the ScanSnap icon on the taskbar is shown as or .

■ Editing Card Data

Incorrect OCRed text can be corrected by directly inputting character strings with the keyboard.
OCRed text can also be copied, cut, and pasted.
Also, the scan date (Save Date) of a card can be corrected, for example, to the date on which you obtained the card, or on which the OCRed text was corrected.

■ Managing Card Data

Data of scanned cards can be managed with CardMinder.
For example, a card can be attached with a photograph or profile of the person.
Unnecessary card data can be deleted. Required card data that was deleted can be restored.
However, card data deleted from the CardMinder [Trash] folder cannot be recovered.

■ Searching Card Data

Required card data can be searched for from within the scanned card data.
The following functions are available for searching.

- Searching with the Basic Search Toolbar (Search the contents of the currently displayed CardMinder database)
  Enter a "Full Name" or a "Company" to search for in the Basic Search Toolbar input field.
- Searching with Shortcut Key (Search the contents of the last used CardMinder database)
  In another application, select the character string to be searched for, and press the shortcut key ([Alt] + [F3]).

■ Card Data Handling

Card data can be saved in an interacting application, and checked on other computers.
If an e-mail or website address included on a card, an e-mail software or web browser can be launched.

If card data of a language not supported by the operating system (OS) is exported, the characters may not be displayed properly according to the interacting application.
Example: If you attempt to display German in a Japanese OS.
Transfer to card data in a language that is supported by the operating system.

■ Editing Card Images

A card image can be easily edited.
The following editing functions are available:

- Saving card images
  Card images can be saved to PDF files.
- Editing image data
  The front and back images can be swapped, and the card image can be rotated.
- Changing the image display
  The level to zoom the images can be changed, and you can view the front or back of an image.
- Printing card images
  The list of card images can be printed.

■ Managing the CardMinder Database

A CardMinder database for storing card data can be created, viewed, protected with a password, backed up and restored.
Also, the database saving folder can be checked in CardMinder.
Using the CardMinder database, the currently used CardMinder settings can be moved to another computer.

■ Window Operations

Windows, panes, or Ribbon menus can be shown/hidden. For the Folder List, Card Image pane, Edit Data pane, and Attached File pane, it is possible to change the position of the pane.

■ Changing the Settings

The CardMinder window coloration, scan performance, and shortcuts shown in the Quick Access Toolbar can be changed.
Also, the method for opening CardMinder Viewer can be changed.

■ Online Update

In an effort to improve the usability and functionality of CardMinder, program updates are provided when available. CardMinder can automatically detect whether the latest program (Update Pack) is available, and update the program.

Chapter 4

User Authority

This chapter describes user authority to use CardMinder.

- For Windows 2000 or Windows XP Professional
  You must be authorized as Standard User (Power Users group) or higher levels of user to log on and use this software.
- For Windows XP Home Edition
  You must be authorized as the computer administrator to log on and use this software.
- For Windows Vista
  You must be authorized as Standard User or higher levels of user to log on and use this software.

Appendix A

Starting Up Help

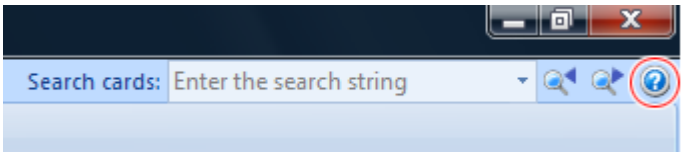
This appendix describes how to start up Help when using CardMinder.

■ CardMinder Help

CardMinder Help can be started up in the following way:

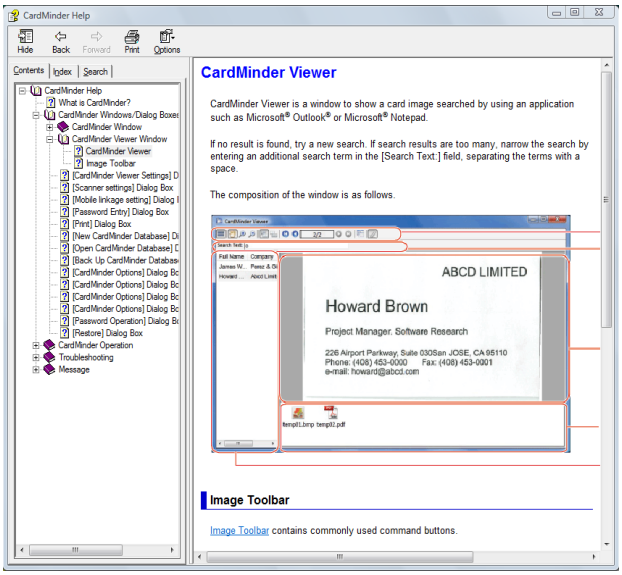
Starting Up from the CardMinder Window

To start up Help while using CardMinder, press the [F1] key on the keyboard, or click the [Help] button ( ) next to the Basic Search Toolbar.



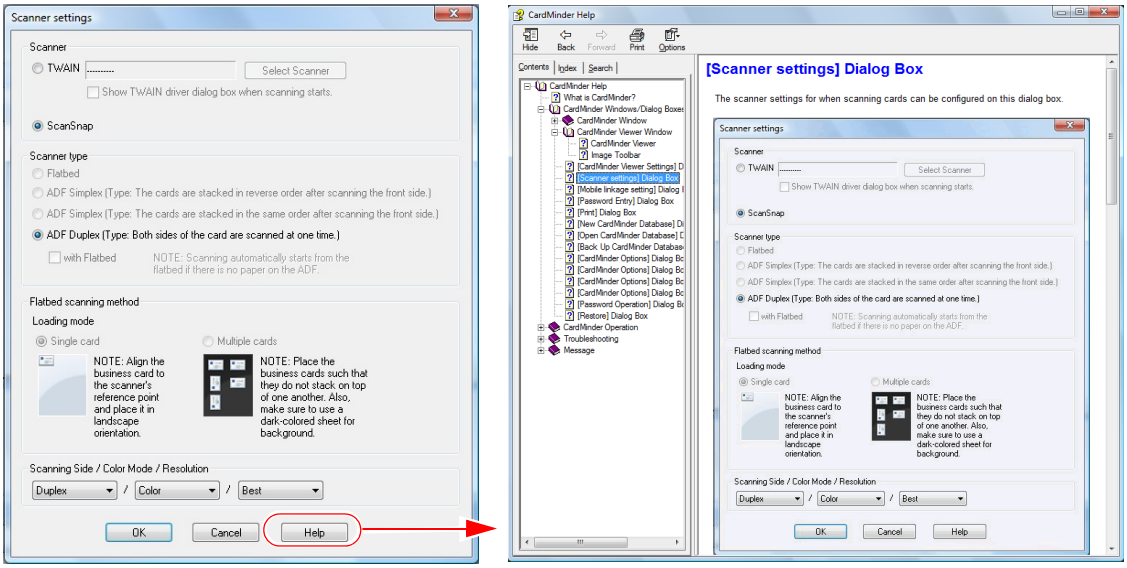
Starting Up from the CardMinder Viewer Window

To start up Help while using CardMinder Viewer, press the [F1] key on the keyboard. In this case, topics for the CardMinder Viewer window will be shown.



Starting Up from the [Help] Button on the Displayed Window

When using CardMinder, if the [Help] button is shown on the displayed window, clicking the [Help] button starts up Help. In this case, topics for the currently displayed window will be shown. It can also be displayed by pressing the [F1] key on the keyboard.

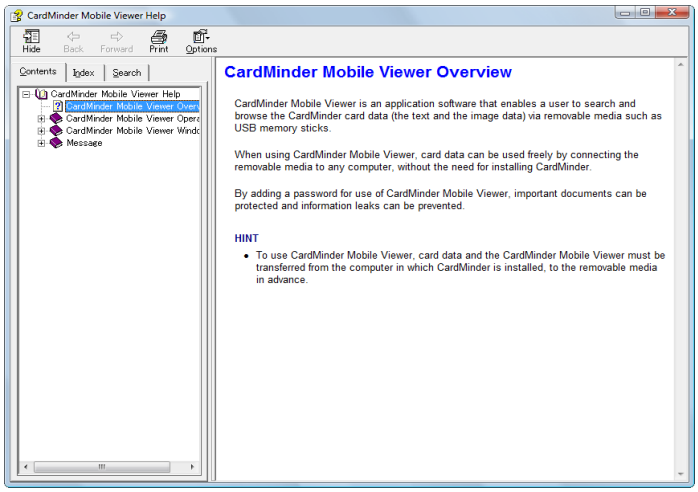


■ CardMinder Mobile Viewer Help

CardMinder Mobile Viewer Help can be started up in the following way:

Starting Up from the CardMinder Mobile Viewer Window

To start up Help while using CardMinder Mobile Viewer, press the [F1] key on the keyboard.



Directly Opening the Help Files

Double-clicking the [MobileViewer.chm] icon in the connected removable media (for example, USB memory) opens the Help files.

Appendix B

Installing/Uninstalling

This appendix describes how to install and uninstall CardMinder.

■ Installing

For details on how to install CardMinder, refer to ScanSnap Getting Started.

■ Uninstalling

For details on how to uninstall CardMinder, refer to the ScanSnap Operator's Guide.

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CardMinder™

User's Guide

P2WW-2640-01ENZ0

Issue date December 2008

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